

**SURVEY REPORT
OF THE
OFFICE OF THE GENERAL COUNSEL**

In accordance with the request of the Office of the General Counsel a records management survey of the Office was conducted. The survey covered all records of the Office and was concerned with their organization, maintenance, use, and disposition. As a result of this study the following comments and recommendations are submitted for review and approval:

1. The filing plan contained in Appendix A is recommended for use in maintaining the Office Subject File. The plan was developed through study of the records holdings, consultation with operating personnel, review of related material in the Comptroller General's index digest and legal material of other Government Agencies. Although this product appears to fit your current needs it should be the subject of continuous review and improvement in order to keep it abreast of your changing situation.

2. In connection with the implementation of the developed filing plan and to meet the unusual reference requirements of your Office it appears that:

a. All small groups of records which are appropriate for subject filing, such as correspondence on lawyers and other contact clearances, foreign arms program, and S.S.U. claims, should be incorporated in the Office Subject File. The consolidation of these records which are now maintained in various locations would provide for wider utilization and more effective control.

b. A Regulatory Index File should be established and maintained to consist of extra copies of selected legal opinions and decisions rendered by the Office which interpret existing Public Laws, Executive Orders, Agency Regulations, and similar regulatory issuances. This file would be arranged by the type and designation of the issuance and would serve as an index to previous determinations involving interpretations of specific regulatory issuances.

c. In order to facilitate filing operations and eliminate the possibility of errors, distinguishing colors of paper should be used for the various files. For this purpose, it is suggested that the official file copy be prepared on yellow tissue; copies for the Precedent (Legal Decisions) File be prepared on pink tissue; copies for the Regulatory Index File be prepared on blue tissue; and chronological copies be prepared on white tissue.

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d. The need for the Office chronological file should be reviewed about one year after acceptance and implementation of the proposed filing plan. It is believed that the present value of this file will diminish when the filing plan has been installed and is operating in a satisfactory manner.

e. The card file on members of Congress and the chronological file of correspondence on employee applicants maintained in the office of the Legislative Counsel should be discontinued. The same information is provided satisfactorily by other existing files.

3. A records disposition plan for the Office is submitted as Appendix B. In developing this plan a physical inventory was taken of the record holdings of the Office of the General Counsel to determine the value of each series of records. It is felt that the values assigned are realistic and give due consideration to the needs of the Office and interests of the Agency. However, from the records management viewpoint, satisfactory agreements were not developed providing for the timely removal of all records from office space to the Records Center. This disagreement did not deter the development of an overall schedule, but did affect some specific items. It is hoped that more appropriate retirement instructions can be developed for these items when the disposition plan is reviewed in the future.

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